



April 13, 2017

KANSAS BULLETIN NO. KS 300-17-38

SUBJECT LTP–Conservation Stewardship Program–Ten Percent Contract Review–Fiscal Year 2018

**Action required by: December 1, 2017 (field offices FOs)
December 8, 2017 (area offices AOs)**

Purpose: To provide a list of randomly selected CSP and CStP contracts for Kansas to complete the national FY 2018 contract quality assurance 10 percent reviews.

Expiration Date: December 31, 2017

Natural Resources Conservation Service (NRCS) will annually conduct onsite contract quality assurance reviews (QARs) on 10 percent of the active Conservation Stewardship Program (CStP) contracts per state. Contracts are randomly selected by national headquarters (NHQ).

The fiscal year (FY) 2018 lists of randomly selected CStP contracts are in Attachment 1. The following instructions have been provided:

1. FOs will review contracts and scan the completed *worksheets* (Attachment 2) *to be* received in the AOs by the close of business (COB) each Wednesday, with all reviews completed by **December 1, 2017** (see Attachment 1).
2. AOs will *batch and scan all worksheets as received* and forward to the CSP manager every Wednesday by **COB** with the last batch received by **COB December 8, 2017**, for input into the national database.

When reviewing contracts, the FOs will ensure the following:

- Only delegated NRCS employees will conduct the review.
- **All contract land** is still under the control of and operated by the contract participant.
- Existing system is being maintained as represented at the time of contract obligation.
- Scheduled conservation activities have been implemented and are being maintained.
- Any documentation used to support the field determination or to determine activities have been implemented will be available in the participant's case file. Farm Service Agency (FSA) records, enhancement documentation, etc.

(more)

DIST: A, S, F

- For contracts found to be in violation, NRCS will provide the participant in writing, Form NRCS-CPA-153, Agreement Covering Non-Compliance with Provisions of Conservation Program Contract, to give the participant an opportunity to get back into compliance.

Title 440, Conservation Programs Manual (CPM), Part 512, Section 512.70, should be followed to further document the violation. Guidance on how to conduct the QARs is contained in [Title 440, CPM, Part 518, Subpart K, Section 518.105B](#), and [Part 508, Subpart K, Section 508.103B](#). Annual reviews will be completed prior to issuance of the annual payments in accordance with policy.

Contact: Please forward questions and concerns, through established channels, to Kasey M. Robinson, Resource Conservationist, at kasey.robinson@ks.usda.gov or 785-823-4568.

(signed)

ERIC B. BANKS
State Conservationist

Attachments